



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS Windows & Internet (Introduction)

Overview

This one-day MS Windows & Internet (Introduction) course equips learners with the essential skills to navigate the Microsoft Windows operating system and use the internet effectively. Designed for individuals with little PC experience, the programme provides a clear, hands-on introduction to desktop navigation, file and folder management, personalisation settings, and the use of built-in Windows tools.

Objectives

- Understand the role and functions of an operating system.
- Navigate the Windows desktop, Start menu, and taskbar with confidence.
- Customise desktop settings, including background and icon arrangements.
- Create, rename, organise, and delete folders for effective file management.
- Use common Windows accessories such as Paint, WordPad, Calculator, Snipping Tool, and Sticky Notes.
- Access and navigate the internet using browsers and search engines.
- Save and organise favourite websites and manage browsing history.
- Apply safe practices when copying and pasting text or graphics from web pages.

Course Prerequisite

Introduction to Computers (Basic Mouse & Keyboard skills)

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent and experienced subject matter trainer using practical, experiential techniques such as questions, discussions, demonstrations, exercises and assessments.

Who should attend?

This one-day course is ideal for individuals who have had little or no exposure to computers, including:

- General Workers
- Tea Ladies and Cleaners
- Drivers and Delivery Staff
- Entry-level employees
- Individuals transitioning into roles requiring basic computer and internet use

Course Outline

This course consists of the following 5 modules

Module 1	Introduction to Windows • Operating Systems and Software Applications • Logging into Windows & Navigating the Lock Screen • Shut Down Options • Navigating the Desktop and Windows Components • Arranging Open Windows
Module 2	Desktop Customisation • Customising the Start Menu and Taskbar • Personalising the Desktop Background • Arranging Desktop Icons
Module 3	File and Folder Management • Creating, Renaming, and Deleting Folders • Organising Files and Folders • Creating Desktop Shortcuts • Using the Recycle Bin
Module 4	Windows Accessories • Using Paint to Create, Save, and Open Drawings • Microsoft WordPad Basics • Using the "Save As" Dialog Box • Cut, Copy, and Paste Functions • Calculator Basics • Snipping Tool Basics • Using Sticky Notes

Module 5	Introduction to the Internet • Understanding the Internet, Intranet, and Extranet • Advantages and Disadvantages of the Internet • Using Search Engines Effectively • Adding Links to the Favourites Bar • Using and Clearing Browser History • Copying and Pasting Text and Graphics from Web Pages
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Additional Information

Duration	1 Day	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site / online training) • Electronic Certificate (on successful completion of the course)	• Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire